

Notice of Intent to Certify Sole Source

To: Interested Parties

From: David C. Johnson

CC: ITS Project Number 46351

Date: June 15, 2021

Re: Sole Source Certification Number 4392 for the EDvera web-based workflow system for the Mississippi Community College Board (MCCB)

Contact Name: Robert Martinez

Contact Phone Number: 601-432-8002

Contact E-mail Address: Robert.Martinez@its.ms.gov

Sole Source Certification Award Details

Regarding Information Technology Services (ITS) Sole Source Certification Number 4392 for the Mississippi Community College Board (MCCB), please be advised that ITS intends to award EDvera, LLC (formerly Cyanna Education Services, LLC), as the sole source provider of the EDvera web-based workflow system through September 30, 2024 in an amount not to exceed \$108,000.00. Please be advised that ITS will determine if additional upgrades and support are within scope during the certification period and may increase the spending authority accordingly. Should EDvera, LLC change its name during this certification period, then ITS will determine if a recertification is necessary. For an explanation regarding Mississippi state law, policy and procedures for sole source procurements, refer to Attachment C: Sole Source Procurement Overview.

Sole Source Criteria

1. The product or services being purchased must perform a function for which no other product or source of services exist:

EDvera is a web-based workflow system for private-post secondary institutions that supports approval processes from start to finish, with all steps of the process being completed within the workflow system. The EDvera system is a unique software platform specifically designed and developed for State Regulatory Compliance agencies to aid in the processing and renewal of applications and gathering of annual demographic and student completion statistics. EDvera provides auto-generated approval letters, reminder notices for compliance, integrated approved school directories for student consumers, and workflows developed for each regulatory compliance agency with no limit on the number of users or amount of

data storage. The customer's sole source certification request is included as Attachment A.

2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services:

The Mississippi Commission for Proprietary Schools and College Registration (CPSCR) was established by MCCB (in compliance with Title 75, Chapter 60 of Mississippi Code) to establish and implement the registration program for all 50 proprietary vocational institutions. The EDvera system allows for better compliance with state laws and regulations by streamlining the paper-based renewal and registration process. The database includes an online application submission, review, and approval of for-profit institutions registered with the State of Mississippi's CPSCR. The EDvera system operates completely online with no additional hardware, software or application needed. The customer's sole source certification request is included as Attachment A.

3. The product or services must be available only from the manufacturer and not through resellers who could submit competitive pricing for the product or services:

EDvera is the single source for development and maintenance of the EDvera Regulatory Management System including online application submission, review, and approval. The source code is not based on an open source platform nor does EDvera have development partners for the EDvera system, thus there are no local affiliates that can perform this programming. The Vendor's sole source certification letter is included as Attachment B.

Schedule

Task	Date
First Advertisement Date	06/15/21
Second Advertisement Date	06/22/21
Response Deadline From Objectors	06/29/21 at 3:00 P.M. Central Time
Notice of Award/No Award Posted	Not before 06/30/21

Project Details

In August 2018, ITS, on behalf of the Mississippi Community College Board (MCCB), issued Notice of Intent to Certify Sole Source Number 4122 for the EDvera web-based workflow system and received no objections. A Software License and Application Service Provider Agreement was executed. In December 2019, ITS, on behalf of the Mississippi Community College Board (MCCB), issued Notice of Intent to Certify Sole Source Number 4269 for enhancements to the system. The current Agreement expires September 30, 2021. As of September 1, 2020, Cyanna Education Services, LLC sold and transferred the EDvera regulatory software platform to EDvera, LLC. MCCB wishes to extend the agreement for three years through September 30, 2024. The current spend to date is \$111,300.00.

Submission Instructions and Format of Response from Objecting Parties

Interested parties who have reason to believe that the EDvera web-based workflow system should not be certified as a sole source should provide information in the following format for the state to use in determining whether or not to proceed with awarding the Sole Source contract to EDvera, LLC.

1.1 Interested Party Information

1.1.1 Contact Name, Phone Number and email address

1.1.2 Company Website URL, if applicable

1.2 Objection to Sole Source Certification

1.2.1 Interested parties must present specific objections to the Sole Source certification using the criteria listed above.

1.2.2 A statement regarding the Interested Party's capabilities as related to this Sole Source Certification Request.

1.3 Comments will be accepted at any time prior to Tuesday, June 29, 2021, at 3:00 p.m. (Central Time) to Robert Martinez at robert.martinez@its.ms.gov or at the Mississippi Department of Information Technology Services, 3771 Eastwood Drive, Jackson, Mississippi 39211. Responses may be delivered by hand, via regular mail, overnight delivery, e-mail or by fax. Fax number is (601) 713-6380. ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF RESPONSES. It is solely the responsibility of the Interested Parties that responses reach ITS on time. Interested Parties may contact Robert Martinez to verify the receipt of their Responses. Responses received after the deadline will be rejected.

1.4 Interested Party responses should include the following information:

**SUBMITTED IN RESPONSE TO
Sole Source Certification No. 4392-46351
Accepted until June 29, 2021 @ 3:00 p.m.,
ATTENTION: Robert Martinez**

If you have any questions concerning the information above or if we can be of further assistance, please contact Robert Martinez at 601-432-8002 or via email at robert.martinez@its.ms.gov.

Attachment A: Customer Sole Source Certification Request

Attachment B: Vendor Correspondence

Attachment C: Sole Source Procurement Overview



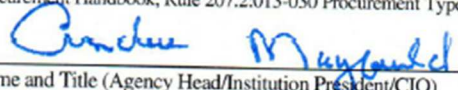
3771 Eastwood Drive
Jackson, Mississippi 39211
Phone 601-432-8000 Fax 601-713-6380

Sole Source Certification Request

Project Title:	CPSCR EDvera				
Contact Information					
Agency/Institution:	Mississippi Community College Board		Contact Person:	Kim Verneuille	
Mailing Address:	E&R Center, Room 519, Jackson, MS 39211		Phone Number:	601-432-6185	
			Email Address:	kverneuille@mccb.edu	
MAGIC Customer #: (Only required from state agencies.)	7000000104		Division/Dept:		
Project Summary					
Description of Project: (Include details of original acquisition if applicable)	In August 2018, ITS, on behalf of the Mississippi Community College Board (MCCB), issued Notice of Intent to Certify Sole Source Number 4122 for the EDvera web-based workflow system and received no objections. A Software License and Application Service Provider Agreement was executed. In December 2019, ITS, on behalf of the Mississippi Community College Board (MCCB), issued Notice of Intent to Certify Sole Source Number 4269 for enhancements to the system. The current Agreement expires September 30, 2021. MCCB wishes to extend the agreement for three years through September 30, 2024. The current spend to date is \$111,300.00.				
ITS Acquisition Approval (CP-1) should be effective through this date:			September 30, 2024		
Cost Estimates (Maximum allowed duration is 3 years per request/project)					
Fiscal Year	Initial Costs	Ongoing Costs	Time Constraints		Estimate the Anticipated Lifecycle or Years of Product/System's Effective Use:
FY FY21	\$36,000.00		Item Needed by:	September 30	
FY FY22		\$36,000.00	Funds Expire:		3 years
FY FY23		\$36,000.00	Other Important Deadline(s): (e.g. current contract/CP-1 expiration dates)		
Total Estimated Project Cost:		\$108,000.00			
Funding Source: 100% State Funds					
Discuss Funding: (e.g. fund number; how much of needed funding is definite; total project budget; any matching or other non-state funds)		All funding comes from the current MCCB budget and CPSCR assessment fees			
Acquisition Details					
Item or Part Number	Quantity	Description	Building Location(s)		
Maintenance Renewal	1	3 year term			
Describe Platform and Infrastructure: Where does your agency plan to house or host the requested equipment or service? What resources currently available through ITS are needed (network connectivity, cloud computing/storage, colocation, business resiliency, etc.)? NOTE: For equipment or services outside of current ITS available contracts and resources, justification must be attached.					
EDvera will host the web-based system.					
Sole Source Certification - Certification must be renewed for each revision or continuation of previous Sole Source Approvals.					
Explain why these products or services are the only ones that can meet your needs: (Include specific functionality or special features that make this product or service unique.)		EDvera is a web-based workflow system for private-post secondary institutions that supports approval processes from start to finish, with all steps of the process being completed within the workflow system. EDvera system is a unique software platform specifically developed for State Regulatory Compliance agencies to aid in the processing and renewal of applications and gathering of annual demographic and student completion statistics. EDvera provides auto-generated approval letters, reminder notices for compliance, integrated approved school directories for student			

	consumers, and workflows developed specifically for each regulatory compliance agency.		
Specific business requirements to be met by the products/services: (e.g. intended use, how it helps accomplish a task, etc.)	The Mississippi Commission for Proprietary Schools and College Registration (CPSCR) was established by MCCB (in compliance with Title 75, Chapter 60 of Mississippi Code) to establish and implement the registration program for all 50 proprietary vocational institutions. The EDvera system allows for better compliance with state laws and regulations by streamlining the paper-based renewal and registration process. The database includes an online application submissions, review, and approval of for-profit institutions registered with the State of Mississippi's CPSCR. The EDvera system operates completely online with nothing to download or install by the institutions.		
Explain why this is the only entity that can provide the products/services: (Include other products/vendors researched or evaluated.)	EDvera is the single source for development and maintenance of the EDvera Regulatory Management System including the online application submission, review, and approval. The source code is not based on an open source platform nor does EDvera have development partners for the EDvera system, thus there are no local affiliates that can perform this programming.		
If for services or installations (not a product) the following two questions must be addressed.			
Explain below why the amount to be expended is reasonable:	Explain below what was done to obtain the best possible price:		
Vendor's proposal submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No (select only one)	Vendor's Certification of Sole Source attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
MAGIC Vendor Code(s) - Vendor must be in MAGIC before a CP-1 can be issued.			
Place Order To Vendor Code:	Vendor Name: EDvera, LLC	Remit To Vendor Code:	Vendor Name: EDvera, LLC
	Vendor Address: 117 Gray Stone Court Granville, OH 43023		Vendor Address: 117 Gray Stone Court Granville, OH 43023

By my signature, I certify that, to the best of my professional knowledge: the requested product or services are a sole source as outlined in the ITS Procurement Handbook, Rule 207.2:013-030 Procurement Types: Sole Source, and as outlined in Mississippi Code annotated Section 31-7-13.


Name and Title (Agency Head/Institution President/CIO)

 6.15.2021
Signature Date
EXECUTIVE DIRECTOR



EDvera, LLC
P.O. Box 996
Pataskala, OH 43062

April 21, 2021

Re: EDvera Single Source Justification

To whom it may concern,

EDvera is the single source for development and maintenance of the EDvera Regulatory Management System including the online application submission, review, and approval. The work requested by MS Commission of Proprietary School and College Registration, MS Community College Board involves programmatic changes at the source code level of EDvera, to which only EDvera, as the developer, has access to.

The source code is not based on an open source platform nor does EDvera have development partners for the EDvera system, thus there are no local affiliates that can perform this programming.

The EDvera system delivers a web-based workflow system to manage the specific needs of state regulatory agencies. EDvera supports an agency's approval process from start to finish, with all steps of the process completed within the system by both institutions and agency staff. Some of EDvera's unique features include auto-generated approval letters, reminder notices for compliance, integrated approved school directories for student consumers, and workflows developed specifically for each regulatory agency.

EDvera is the most widely used application and database for private-postsecondary regulatory agencies and was developed and enhanced over the years by incorporating feedback from states using the platform. EDvera is the only software that can effectively meet the needs of the state regulatory agencies because of our unique knowledge in the space, and the flexibility to create forms that are tailored to each state. EDvera is specifically committed to assisting state regulatory agencies with their compliance needs. Current EDvera clients include:

- Georgia Nonpublic Postsecondary Education Commission (GNPEC)
- Kansas Board of Regents (KBOR)
- Kentucky Commission on Proprietary Education (KCPE)
- Minnesota Office of Higher Education (MHOE)
- Missouri Department of Higher Education (MDHE)
- Massachusetts Department of Higher Education (MADHE)
- Ohio State Board of Career Colleges and Schools (SBCCS)
- Ohio Department of Higher Education (ODHE)
- Washington Workforce Training and Education Coordinating Board (WTECB)
- Accrediting Council for Continuing Education & Training (ACCET)

- Accreditation Commission for Acupuncture & Oriental Medicine (ACAOM)
- Commission on Massage Therapy Accreditation (COMTA)
- Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE)
- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- Transnational Association of Christian Colleges (TRACS)

EDvera empowers its clients with a web-based software application and database system that improves productivity, efficiency and provides value to any organization's current and prospective institutions, partners, and employees alike. Applications presented to institutions through state agencies can be cumbersome and lengthy to complete. EDvera helps to ease the burden on both the Institutions and Agency by presenting the information in a clear manner that makes it easy to move through the regulatory process. Our shared goal is to enable regulatory agencies to maximize organizational effectiveness. We do this by offering easy to use software to our clients as well as their constituents.

The EDvera hosting infrastructure, provided by AWS (Amazon Web Services), offers our clients enterprise grade security and scalability. EDvera's annual fee cost proposal is a flat-rate and not constrained by the quantity of users, institutions, data or bandwidth. The cost of the EDvera platform is by far the most reasonable for any customizable software system for compliance and accreditation management. EDvera is committed to a pricing model that states can afford.

The EDvera system is a unique software platform specifically developed for State Regulatory Compliance agencies and we do not have any competitors offering a similar product.

Thank you for your time and consideration.

Sincerely,



Allison Jenkins
 Chief Operating Officer
 EDvera, LLC.
www.edvera.com
allison.jenkins@edvera.com
 614-571-0762

The acquisition of information technology for all state agencies and institutions of higher learning (IHLs) is within the scope of the ITS law, found in Mississippi Code Section 25-53-1, et seq., and the policies and procedures established in accordance with this statute, found in the ITS Procurement Handbook posted on the ITS website (www.its.ms.gov).

ITS enabling legislation requires that information technology hardware, software and services be acquired in a manner that insures the maximum of competition among all manufacturers and suppliers of such equipment and services. Accordingly, ITS promotes full and open competition through the issuance of open specifications and the objective evaluation of Interested Party proposals to determine the lowest and best offering to meet an agency's or public university's business requirements. True competition protects the integrity and credibility of purchasing in the public sector and is essential in providing best value and adequate contractual protection for the purchasing entity. In certain limited situations, information technology acquisitions may be sole-sourced.

ITS utilizes the provisions of Public Purchasing Law for Sole Source and Emergency procurements of information technology. Mississippi Public Purchasing Law (Mississippi Code Section 31-7-13) specifies that noncompetitive items available from one source only be exempted from bid requirements (sole-sourced). ITS statute, in Section 25-53-5 (p), permits ITS to utilize provisions in Public Purchasing Law or regulations, when applicable.

Per Public Purchasing law, acquisitions must meet the following criteria to be authorized as sole source:

1. The product or services being purchased must perform a function for which no other product or source of services exists,
2. The purchaser must be able to show specific business objectives that can be met only through the unique product or services, AND
3. The product or services must be available only from the manufacturer and NOT through resellers who could submit competitive pricing for the product or services. The vendor's correspondence regarding this criterion for this project is included as Attachment B.

By policy as documented in the ITS Procurement Handbook, acquisitions of IT services must include the following information to be authorized as sole source:

1. An explanation about why the amount to be expended is reasonable, and
2. An explanation regarding the efforts by the purchaser to obtain the best possible price.

For state agencies, approval of all technology purchases with a lifecycle cost of \$5,000 or less, including sole source purchases, has been delegated to the agency. The ITS Procurement Limits Policies for Agencies (a section in the ITS Procurement Handbook) require a minimum of two competitive written bids or proposals for technology purchases with a lifecycle cost over \$5,000 but not over \$50,000 (not over \$25,000 for projects funded by the American Recovery and Reinvestment Act). Since, for single source items, the procuring agency will be unable to obtain two written bids, ITS must certify all sole source acquisitions of information technology with a lifecycle cost greater than \$5,000.

Institutions of Higher Learning (IHLs) or public universities have been delegated the authority to certify sole source procurements up to \$250,000 lifecycle cost under the ITS Procurement Limits Policies for IHLs (a section in the ITS Procurement Handbook). For the certification of sole source procurements delegated to the CIOs at public universities, the public university must follow ITS' Sole Source Procedure, including advertisement of the intent to award as sole source. Institutions certifying a sole source purchase must ensure the criteria listed above are met and documented

in writing by the institution and the Interested Party prior to certifying a product or service as sole source. Sole source documentation must be reviewed and approved by the IHL's CIO for any sole-source certification above \$5,000. All sole source documentation should be retained in the public university's procurement file. Sole source requests above \$250,000 lifecycle cost require ITS approval.

Other than the delegations outlined above, all sole source technology procurements must be certified by ITS. The customer's Sole Source Certification Request for this project is included as Attachment A.

ITS thoroughly reviews Sole Source Certification Requests, determining if competing products and/or services exist. If so, ITS conducts a competitive procurement. If ITS' review confirms the sole source, then a Sole Source advertisement is issued, giving other Interested Parties an opportunity to identify competing products and/or services. Based upon the results of the Sole Source advertisement, ITS will either certify the request as a sole source or conduct a competitive procurement.